

**GUIDELINES FOR PAYMENT OF SALARIES OF PROVINCIALISED  
STAFF OF PRIs THROUGH TREASURIES UNDER 010 – SALARIES  
HEAD OF ACCOUNT**

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The following modalities are prescribed for payment of Salaries to the provincialised non-teaching staff of Panchayat Raj Institutions through Treasuries under Head of Account 010-Salaries.

**1) DRAWING AND DISBURSING OFFICERS:**

The following officers shall be the Drawing and Disbursing officers for payment of salaries to the Provincialised non-teaching employees working in Panchayat Raj Institutions.

SI No.	NAME OF THE INSTITUTION	DRAWING OFFICER
1.	Provincialised staff working in the office of Zilla Praja Parishads	Dy. Chief Executive Officer
2.	Provincialised staff working in the office of Mandal Praja Parishads	Mandal Parishad Development Officer.

**2) CONTROLLING OFFICERS:**

The Chief Executive Officer, Zilla Praja Parishad will be the Controlling Officer in respect of Provincialised staff of Zilla Praja Parishads and Mandal Praja Parishads. The Commissioner, PR&RE will be the Chief Controlling Officer at the State Level.

**3) HEAD OF ACCOUNT:**

The expenditure on the salaries of provincialised staff of PRIs shall be debitable to the following Head of Account.

**a) Zilla Praja Parishads**

2515	-	Other Rural Development Programme
MH 196	-	Assistance to Zilla Parishads
SH(07)	-	Assistance to Zilla Parishads
010	-	Salaries

(P.T.O)

b) Mandal Praja Parishads

2515 - Other Rural Development Programme

MH 197 - Assistance to Mandal Parishads

SH(04) - Assistance to Mandal Parishads

010 - Salaries

**4) LIST OF PROVINCIALISED STAFF**

The Chief Executive Officer, Zilla Praja Parishad shall furnish the cadre strength of provincialised staff working in Zilla Praja Parishads and Mandal Praja Parishads as approved by Government along with the names of persons against those posts, to the Treasury Officers.

**5) OPENING OF BANK ACCOUNTS:**

All the provincialised employees shall open Bank Accounts in any of the banks notified in G.O.Ms.No.90 Finance (TFR) Department, dt.31.01.2002 read with G.O.Ms.No.508, Finance (TFR) Department dt.10.04.2002 for adjustment of salaries to the individual Bank Accounts.

**6) PREPARATION AND PASSING OF BILLS:**

The monthly pay bills of the Provincialised staff shall be prepared by the concerned Drawing Officers strictly as per the approved cadre strength and will be submitted to the D.T.O. / S.T.O. as the case may be. The schedules for submission of Bills as applicable to the other Govt. servants will also hold good for provincialised employees.

**7) PAY BILL RECOVERIES:**

The deductions like APGLI, Profession Tax, G.P.F.(PR) etc., the Drawing Officers shall enclose necessary schedules to the pay bills to enable the Treasury to adjust the amounts directly to the respective Head of Accounts. Repayment of any other loans taken from Co-operative Society, other Financial Institutions, LIC Premium etc., shall be the responsibility of the concerned employees, since entire net salary is directly adjusted to their savings Bank Accounts.

(P.T.O.)

### **8) CODAL PROVISION**

The Drawing Officers shall follow the Codal provisions of A.P.Treasury Code and A.P.Financial Code scrupulously in the matter of drawing the amounts from Treasuries. The sanction of competent authority wherever required shall be obtained before preferring the claims.

### **9) BUDGET ALLOCATION:**

The Budget allocation made by Commissioner, PR&RE towards salaries of provincialised staff shall be communicated to the Chief Executive Officers, Zilla Praja Parishads. The District Officers in turn will distribute the budget, Drawing Officer – wise under relevant Heads to the Sub-Officers under a copy of Treasury authorities.

### **10)EXPENDITURE STATEMENTS:**

Every month each Drawing Officer shall prepare an Expenditure statement showing the amounts drawn from Treasuries towards Salaries and after getting the figures reconciled with the Treasury submit the same to the concerned Controlling Officers. The Controlling Officers shall consolidate the expenditure particulars of Zilla Parishads and Mandal Parishads separately and the monthly expenditure along with the progressive totals shall be submitted to the Commissioner, PR&RE. The CPR&RE, as the Chief Controlling Officer shall watch the progress of expenditure from time to time.

### **GENERAL PROVIDENT FUND SUSCRIPTION:-**

The G.P.F. Accounts of employees of PRI are maintained at Zilla Parishads. The Treasury Officers shall adjust the GPF (PR) deductions to Z.P. GPF Accounts and shall forward the schedules to the Chief Executive Officers, Zilla Parishad for maintenance of GPF ledgers. The GPF loans and GPF withdrawal shall be continued to be sanctioned by the Chief Executiven Officer, Zilla Parishad.

(P.T.O.)

**FESTIVAL ADVANCE:-**

The Festival Advances to the employees of PRIs is presently being sanctioned from out of Revolving Fund sanctioned by the Government to Mandal Parishads and Zilla Parishads. The ongoing recoveries of Festival Advances shall be got adjusted to Government Account by enclosing recovery schedules. The unspent balances available under revolving funds shall be remitted to Government Account. From 2009-10 the Commissioner of Panchayat Raj shall provide Budget to the Districts towards Festival Advance of employees of PRIs.

**Refund of unspent balances:**

The funds already released to the Mandal Parishads and Zilla Parishads towards salaries of P.R. employees and remain unutilized with the institutions as on 31.3.2009 shall be remitted to the Treasury in Government Account by the Deputy Chief Executive Officer and Mandal Parishads Development Officer concerned. After refund of unspent balances including festival advance provided in revolving fund (as on 31.3.2009) by ZP & MP, the exact refund amount shall be intimated to the Panchayat Raj and Rural Development Department.

**11) ARREARS OF SALARIES:**

The arrears of pay and allowances and other claims debit to salary Heads shall also be drawn from Treasuries only since no grants will be released separately to PRIs for such claims.

**12) ARRANGEMENTS AT THE TREASURY:**

The Director of Treasuries and Accounts shall make necessary arrangements for implementation of these orders with effect from 1.4.2009 by issuing suitable instructions to the D.T.Os. and S.T.Os. The Treasury Officers shall exercise all the audit checks before passing the salary bills of Provincialised P.R. Employees as in the case of other Government servants to ensure that the claims preferred are in order and also eligible as per Government orders.

CHITRARAMCHANDRAN  
SECRETARY TO GOVERNMENT

// FORWARDED BY ORDER //

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT – “Payment of Salaries of Provincialised staff of Zilla Praja Parishads, Mandal Praja Parishads through Treasuries under 010 – salaries” Head of Account - Guidelines for payment of Salaries of Provincialised staff of Panchayat Raj Institutions - Orders – Issued.

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PANCHAYAT RAJ AND RURAL DEVELOPMENT (ACCTS.II) DEPARTMENT

G.O.Ms.No. 100

DATED: 31-03-2009

Read the following:-

- 1)G.O.Ms.No.354, PR&RD (Accts.II) Department,dt.16.09-2008.
- 2)From the Commr., PR&RD Hyd. Lr.No.15266/ CPR&RE/H1/ 2007, dt.15.10.2008.

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**ORDER:-**

In the G.O. first read above orders were issued for payment of salaries to the Provincialised Employees of Zilla Praja Parishads, Mandal Praja Parishads and Gram Panchayats under detailed Head 010-Salaries through Treasuries with effect from 01-04-2009.

2. The Guidelines for payment of salaries to the Provincialised employees of Zilla Praja Parishads and Mandal Praja Parishads are appended to this order.
3. The Commissioner, PR&RE is directed to take further necessary action in the matter.
4. The guidelines in respect of Provincialised employees of Gram Panchayats will be issued separately.
5. This order Issues with the concurrence of Finance Department vide their U.O.No.032798/447/Expr.PR&RD/08, dt.17.3.2009.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

CHITRA RAMCHANDRAN  
SECRETARY TO GOVERNMENT

To

The Commissioner, Panchayat Raj & Rural Employment,  
A.P. Hyderabad.

The Director of Treasuries and Accounts, A.P. Hyderabad.

The Director of State Audit, A.P. Hyderabad.

The Accountant General, A.P. Hyderabad

The Pay and Accounts Officer, A.P. Hyderabad.

Finance (Expr.PR&RD) Department

SF/SC.

// FORWARDED BY ORDER //

SECTION OFFICER